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*March*  
OLC #78-2095710

MEMORANDUM FOR: Office of Legislative Counsel

FROM : F.W.M. Janney  
Director of Personnel

SUBJECT : HSCA Request of 8 June 1978 (OLC #78-2095)

The following responses were compiled by the Office of Personnel and the DDO and are keyed to questions by the HSCA concerning the Official Personnel File and the 201 File of Mr. Richard E. Snyder.

- 1a. The Office of Personnel File was flagged at the request of DDO/CI to be sure that any inquiries on Mr. Snyder would be referred to the Office of the Director of Personnel for further check with DDO/CI.
- 1b. There is no additional information on file in the Office of the Director of Personnel on Mr. Snyder. All previous information was incorporated into Mr. Snyder's Official Personnel File on 24 June 1974. Since none of the documents bear a marking to indicate they were in a "separate" file, there is no way of knowing which documents were incorporated into the Office of Personnel File in 1974.
2. It is assumed that the annotator considered the notation on the control card sufficient.
- 3a. The notation on the Routing and Record Sheet was made by DC/CI in October 1970. This Routing and Record Sheet was attached to a 5 October 1970 memorandum for Chief, CI Support in which a comment made by Richard Helms in 1964 is quoted in paragraph 2. In 1964 Mr. Helms was DDP, but in 1970 when the notation was made on the Routing and Record Sheet he was DCI. It is possible that DC/CI was referring to Mr. Helms in his 1970 capacity when he made the notation.
- 3b. The Office of Personnel does not know what "matter of cover" DC/CI was referring to in his notation on the Routing and Record Sheet as there is nothing in Mr. Snyder's Official Personnel File to indicate his cover status while employed.

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Approved For Release 2006/12/08 : CIA-RDP81M00980R000400100041-2

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4. The Office of Personnel does not know what Project 9D-1-SGHOUSE was. However, it is apparent from a review of Mr. Snyder's personnel actions that he was never assigned to that project.
- 5a. Mr. Snyder was paid from unvouchered funds for the entire period of his employment, 8 November 1949 to 26 September 1950.
- 5b. According to the Office of Finance, the only compensation payment received by Mr. Snyder after his resignation from the Agency on 26 September 1950 was made on 21 November 1950. This was pay due for 56 regular hours of work for the period ending 30 September 1950 and for 49 hours of terminal leave.
- 5c. There is no record in Mr. Snyder's Official Personnel File that he ever worked, directly or indirectly, in any capacity for the CIA after his resignation on 26 September 1950.
- 6a. Unknown. However, it is possible that the term referred to a Standard Form (SF-8), Notice to Federal Employees About Unemployment Compensation. This form is given to each employee who resigns from the Agency.
- 6b. Unknown.
7. In 1975 a file review was performed in the DDO of all 201's on U.S. citizens; whereby the 201 would be destroyed unless one of the A codes applied. This review was usually done by Records Officers. Since this 201 was opened by the CI Staff (and Snyder was never used operationally by the DDO) the A5 code was the category deemed appropriate.
8. The 201 file opening sheet has a machine code number for the office who opens the 201 (the action desk). In this case it is CI/RA. Each office has "country" codes, which would be used for operational use, and "non-country" codes, which are used for more administrative purposes (policy, management, admin, info, etc.) The number 737 (number 18 on the opening form) is a "non-country" code which means this file is a "non-country" file of interest to CI/RA. The 201 file was opened in March 1964 on the basis of an SE officer's Memorandum for the Record which was given a document number XAAZ 16997.

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9. On 19 September 1956 the request for documents was submitted to RI/FILES. Three of the documents requested were retired to RI/Archives. On 20 September 1956 the requestor asked RI/Archives to retrieve the documents from the Records Center. The notation (in red) dated 22 September by RI/Archives indicated that the document had to be cleared for access and review by the restricting desk (CI/OA). All CI/OA files are either retained in CI/OA or retired to the Records Center and restricted by CI/OA.
- 10a. The phrase "retained in CI/OA" again refers to the CI/OA file which is retained in CI/OA.
- 10b. The notation is to tell the requestor where to go to see the file.
- 10c. Re the term "destroyin(?)":  
It would probably mean that the index cards were being destroyed because they did not meet the criteria for DDP indexing. It has been the responsibility of DDP officers to continually improve our records. One of these duties has been to review results of all traces to see if the indexing meets the criteria for indexing, correct errors, etc. All three of these items so marked were in Personnel files and are not the type material carded in DDP (DDO) indices.
- 11a. Extensive research has not revealed why SE Division would have run a name trace on Snyder in September 1963. There are no internal cards on Snyder and no leads as to why he would have come to their attention at that time.
- 11b. The results of this name trace are in the file attached to the name trace form and are the subject of HSCA's question 10.

[Redacted Signature Box]

F.W.M. Janney

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